



TEXAS DEPARTMENT OF HEALTH  
AUSTIN TEXAS  
INTER-OFFICE

**TO:** Regional Directors  
Directors, Local Health Departments  
Directors, Independent WIC Local Agencies  
Chief, Bureau of Regional & Local Health Operations

**FROM:** Deborah W. Brookshire, M.B.A., Director, {original signed}  
Provider Relations Division, Bureau of Nutrition Services

**DATE:** October 26, 2001

**SUBJECT:** Local Agency Staffing Survey

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The Local Agency Funding Committee has determined that a survey of all local agencies is needed in order to gather data on personnel, fringe benefits, indirect costs and organizational structures across the State. The survey will allow the committee to examine actual budgeted costs for fiscal year 2002 as part of the research into future funding options for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).

Two surveys were developed using Word software: one must be completed for all WIC-paid employees of your local agency, and one for consultants who are not employees of your local agency but who are paid using WIC funds. Attached to this memo are electronic file documents that contain definitions and instructions, blank surveys, and examples of the staff and consultant surveys. We ask that you fill out the appropriate survey(s) and submit them electronically to my assistant, Christina Rogers, at [christina.rogers@tdh.state.tx.us](mailto:christina.rogers@tdh.state.tx.us) no later than close of business Friday, November 9, 2001. If you do not use consultants at your local agency, you do not need to complete the consultant staff survey and we ask that you let us know this in your e-mail when you send in your completed staff survey. Individual staff salary information will not be shared except in summary form.

Both survey forms have been developed to do simple calculations automatically. Please be sure to read the instructions carefully before you begin. Also, please note that you must save the file you receive under another name that contains your local agency number. If you don't save it under another file name, you will lose all the information you enter when you close the file. For example, one file you will receive is called FY2002\_WIC\_LAstaffsurvey\_blank.dot. This can be re-named to: LA1000\_FY2002\_staffsurvey.dot.

You must also submit an organizational chart for your local agency that shows ALL positions that charge costs to your WIC project. These include positions that are currently vacant, part-time positions, consultants, and positions that charge less than 100% time to the WIC project. All of these positions must be reflected on the survey(s) as well. Please submit your

organizational chart electronically along with your completed survey(s). If this is a problem, you may mail your survey to the state agency or fax your survey to 512 - 458-7446, Attention: Christina Rogers.

If you have questions or require additional information, please contact Mr. Raul Rodriguez, Bureau of Nutrition Services, at 512-406-0700, ext. 216, Ms. Linda Menchaca, Bureau of Nutrition Services, at 512-406-0700, ext. 284, Ms. June Browning, Bureau of Nutrition Services, at 512-406-0700, ext. 219, or Ms. Diane Salem, Bureau of Nutrition Services, at 512-406-0700, ext. 217. If you require assistance in capturing salary information or have other financial questions, please contact Mr. Joe Serrano, Bureau of Nutrition Services, at 512-458-7641. **Completed survey(s) must be received no later than close of business, Friday, November 9, 2001. All local agencies must complete the survey(s).**

Attachments: click each link to download the document

FY2002 WIC LAsurvey instructions.doc  
FY2002 WIC LAconsultantsurvey blank.dot  
FY2002 WIC LAconsultantsurvey example.dot  
FY2002 WIC LAsstaffsurvey blank.dot  
FY2002 WIC LAsstaffsurvey example.dot